Secrt. II-27—100,000—21-6-52.

Finance (1948) Department.

Ms. SERIES.

G.O. No. Ms. 184.

Dated 26-2-48

[Despatch Abstract.]

ENCHEMENT AND REORGANISATION - Posts created after 1939-40 - Special cer for training clerks - Women Welfare Department -Papers Recorded -

Public (General.C) Department.

C.No.46/47.

Sub: Economics in expenditure - Need for continuance of posts created after 1939-40 -

Ref: From the Finance Department Memo.No.68309 Re-1, dated 16-12-46.
" the Commandant, I.W.C.C., Roc.No.33F/47, dated 25th March 1947.
" the S.O. for Training clerks D.Dis.No.232/47, dated 24-4-1947.)

Please see the Finance Department memorandum on pp.1-2 C.F. and the replies from the Commandant I.W.C.C. and the S.O. for Training clerks on pp.3-6 c.f.

I.W.C.C.

The Staff at present employed in the organisation of the I.W.C.C. is as indicated on pp.3-5 c.f. of 'N'. The Area Organisers have not yet been employed. However the appointment of 7 Area Organisers for the present is under consideration of Government. It may be mentioned that the I.W.C.C. was sanctioned as a peace time organisation in G.O.1622 Public (C.D.), dated 26-5-44. There are now proposals to reorg nise the organisation and expand its activities. In the circumstances no retrenchment in the existing staff seems possible.

Establishment of the S.O. for Training Clerks.

The Schools have been closed for the present and a skeleton staff is at present working at the Head Quarters office of the Special Officer at Madras. The normal staff contemplated for the schools and Head Office will be quite necessary when the schools and Hd. office begin to function in full. Therefore no retrenchment in the staff for the clerk training scheme also seems possible.

The above two departments are temporary departments and sanction for their continuance is granted year after year.

With these remarks the case may be passed on to Fin.

(Sd.)xxxx
5-2-47.

Finance(Reorganisation)Dept.

Public Dept. note on page 1 above may be perused. The remarks of this Dept. have been offered in the Sectional

/p.t.o.

Fin.(Reorgn.) Dept.

The remarks of Public(General) Dept. on pp.2-3 above may be perused. The receipt of the files referred to by them may be awaited. L.O. till 1-8-47 .

xxxx
10-7-47.

Public Dept. may be requested to state when the files referred to at 'Z' on pp.2(a) and at 'D' on p.4(a) of the sectional notes below will be sent to this Department.

xxx
1-8-47.

Public(General-C) Department.

The file on the re-organisation of the I.W.C.C. into a department of Social Service for Women was recently sent to Finance for examination of certain financial implications. In that file, Finance were requested to let the Finance (Re-organisation) see it also in that connection. Apparently they have not seen the connected case. Since the file is now in circulation, it will take some time before it returns. Finance may therefore please remind for this some time hence.

As for the scheme for Training Clerks, D.S. has separately ordered to prepare a note for circulation to implement certain suggestions made by him and C.S. for improvement of the scheme in the connected file. It cannot at this stage be linked with this file and sent to Finance. Finance(Reorg.) may therefore be requested to remind for this file also after some time.

With these remarks the case may be returned to Finance.

xxx
6-8.47.

Fin.(Reorgn.) Dept.

The remarks of Public General on pp.3-4 above may be perused. Public Dept. may be reminded on 10-9-47.

xxx

9-8-47.

Fin.(Reorgn.) Dept.

Public General may be requested to state when the files relating to the reorganisation of the Indian Council's Civic Corps and the scheme for training clerks will be sent to this Dept.

xxx
15-9-47.

Public(Gl.) Deptt.

Submitted that the file on the reorganization of the I.W.C.C. has been submitted separately for orders to send it the P.S.G. for perusal of H.E. It may be sent to Finance(Reorganisation) dept. on its return.

The file on the question of improving the scheme for training clerks is also submitted separately ibid Public Services and it has been noted specifically in the case, that Fin.(Reorganisation) Section might also see it when it is sent to Finance Dept.

This case may be returned to Finance with the above remarks

(Sd.)xxx

Finance (Reorgn.) Dept.

The remarks of Public Dept. at the bottom of page 4 above may be perused. The receipt of the files referred to may be awaited.

(Sd.)xxx
24-9-47.

The file relating to the Indian Women's Civil Corps has since been received and is linked. The remarks of this Dept. have been added on pages 2(b) and 2(c) of the Sectional Notes below. After orders have been passed thereon, the linked file may be returned to Public(General) Dept.

xxx
1-10-47.

The file relating to the Scheme for training clerks has, since been received and is linked. The remarks of this dept. have been added on pp.6-8 of the Sectional Notes below. After orders have been passed thereon, the linked file may be* returned to Public(General) Dept.

*dislinked and sent to Public General from A Sections.

xxx1-10/47

SECTIONAL NOTES.

Indian Women's Civic Corps.

Class of posts. No. in each class.	G.O. in which the posts were sanctioned.	Date on which present sanction expires.	Date upto which it is considered necessary to continue the posts.
City Section.			
Commandant 1	G.O.Ms.1622 Public(C.D.), d/26-5-44.	31-3-48.	The corps was started in the year 1941 and in G.O.1622 Pub(C.D.) Dept. d/26-5-44 the organisation was established on a peace time basis--Since the Corps is a growing organisation the continuance of all the posts is essential and no retrenchment is possible.
Asst. Commandant 1			
Personal Asst. to Commandant 1	G.O.Ms.608 Pub. (General-C), d/25-2-47.		
Staff Officers 3			
Public Editor for the I.W.C.C. Journal. 1			
Secretary 1			
Accountant 1			
U.D. clerks 2			
Clerk-Typist 1			
L.D. Clerks 5			
Typist 1			
Driver of the office car 1			
Driver of the Propaganda Va 1			
Attender 1			
Peons 4			
Mufassal Branches.			
Area Organisers 12			
Instructresses 51			
Peons 26			

Finance(Reorganisation)Dept.

The organisation was constituted in 1941 as the Women A.R.P. Corps. The Corps was then meant to be purely as a Civil Defence measure. However, in 1944 with the termination of Civil Defence Schemes in most of the mufassal towns the future of the corps was examined and it was decided that the organisation should be retained on a peace-time basis and, as far possible, expanded but that it should undertake new forms of social service--vide G.O.Ms.1622 Pub(C.D.) dated 26-5-1944. With the new orientation given to its activities the name of the organisation was changed ~~without~~ into that of Indian Women's Civil Corps. That was during the Section 93 administration.

2. Public Dept. now state that there are proposals to reorganise the organisation and expand its activities as a Department of Social Service for women. The expenditure on account of the I.W.C.C. is as follows

p.t.o.

	Revised Estimate 1946-47.	Budget Estimate 1947-48.
	Rs.	Rs.
Pay of Officers ..	4,800	4,800
Pay of Establishments ..	61,000	80,500
Allowances and Honoraria ..	42,200	47,900
Other charges ..	27,300	27300/-
	1,35,300	1,60,500

3. It is not known what the achievements of the corps are during the last 3 years. It is a question of policy whether such an organisation should be run by Govt. when there are already private parallel organisations in the field like the Young Women's Christian Association, Seva Sadan, Red Cross Society etc. It seems desirable to place the matter before the Reorganisation Committee to be constituted. Public Dept. may perhaps be requested to let this dept see the file relating to the re-organisation of the I.W.C.C. and also to put up any papers like administation report etc. which give a review of the work turned out by the Corps since 1944 when it was placed on a peace-time basis.

Any pn. showing precisely what kinds of work the I.W.C.C. was expected to do might be useful.

(Sd.)xxx
12-5-47.

Public (General-C) Department.

According to the present proposals of the re-organisation of the I.W.C.C. into a department of social service for Women, the following are some of its functions to be performed in addition to the social welfare work, including Adult education which is being done at present by I.W.C.C.

(1) Opening and maintenance of a central service Home where destitute women, deserted wives, etc. may be given protection.

(2) An Education scheme under which women so rescued may be given training according to their aptitude in specialised and vocational courses. Employment for such trained women willalso be secured.

contd:-

(3) Institution of any enquiry Bureau, to investigate into cases of destitution or desertion etc.

The connected file is now in circulation and on its return will be sent to Finance. While answering the following Legislative Council Question by Mrs. Mary Chibbwala, namely

"Whether the Government have any proposals for enlarging the scope of the I.W.C.C. so that it may become a complete ~~xxxxx~~ department to serve the whole province.
The Hon'ble Dr. Rajan for H.P.M. has given a reply in the affirmative.

A note on the origin, organisation and the work of I.W.C.C. is, however, put up at (Y).

(Sd.)xxx
21-5-47.

I do not think this is an organization in which large expenditure would be justified but more or less on its present scale or say up to Rs.2 lakhs I think it is doing and can do useful work.

xxx
22-5-47.

Fin.(Reorgn.) Department.

The remarks of Public on pp.2-2a above may be perused. The Chief Secretary considers that large expenditure (ie. more than Rs.2 lakhs) would not be justified on the I.W.C.C. The B.E. for 1947-48 for this organisation is Rs.1,60,500. In other words, the Chief Secretary is against the large scale expendsion of the organisation. The file referred to at 'Z' above may be awaited.

xxx
27-5-47

Finance(Reorgn.) Deptt.

The file relating to the Indian Women's Civil Corps is linked.

Notes and orders in circulation on pp.29-43 n.f. in the linked file may be perused. The I.W.C.C. is now in the process of a thorough reorganisation. It has been decided in circu-

circulation (to H.M. Edn., H.M.Fin., H.P.M. and H.E.) that the above corps should be reorganised into a Department of Social Service for Women by expanding its activities by opening Central Service Homes, by opening new branches in the mufassal and by strengthening the staff at Headquarters.

2. The Commandant of the Corps has sent an outline of the scheme contemplating a full fledged department by gradual development within a period of 7 years. She has suggested that 150 branches (including 26 branches already existing) can be opened in the course of 7 years at the rate of 6 branches in each district and also 4 Service Homes and Training Institutes at a total cost of about Rs.8 lakhs as shown below:

(1) New Branches and Area Organisers	Rs.3,54,500
(2) Additional staff in Headquarters Office	7,400
(3) Four Service Homes and Training Institutesions ...	2,80,000
(4) Expenditure provided for the I.W.C.C. in the B.E.. for 1947-48...	1,60,500
Total ...	8,02,400

The Chief Secretary (Mr.Scott Brown) who previously observed that large expenditure (ie. not more than Rs.2 lakhs) would not be justified on the I.W.C.C. supported the new scheme in view of the wider objects and larger scope for service contemplated in the Scheme. He however suggested that for financial reasons the first stage of the scheme viz. opening of a Central Service Home, employment of additional staff for Headquarters office and opening of eleven new branches of the Commandant might be taken up as a Part II scheme for 1948-49. It has now been accepted in circulation that the opening of the Central Service Home and 11 new branches may be brought forward as a Part II Scheme for

contd:-

Scheme for 1948-49. As ~~regar~~ regard s the additional staff required at Headquarters, orders have been issued in G.O. Ms.2921 Public d/19-9-47 sanctioning the employment of 1 U.D. clerk and 2 l.d. clerks for the Office of the I.W.C.C. at Madras.

3. In view of the decisionof the Govt. to reorganise and expand the I.W.C.C. into a Dept. of Social Service for Women (involving the employment of additional staff) any retrenchment of the existing staff in the I.W.C. does not seem feasible. The question of effecting retrenchment may therefore be dropped so far as the I.W.C.C. is concerned.

xxx
1-10-47.

SECTIONAL NOTES.

SPECIAL OFFICER FOR TRAINING CLERKS AND VILLAGE OFFICERS.

Class of posts.	No. in each class.	G.O. in which the posts were sanctioned.	Date on which present sanction expires.	Date upto which it is considered necessary to continue the posts.
Special Officer(Deputy collector)	1	G.O.2942 Pub. (C.D) dated 6-10-1944.	31-3-48	The posts may be continued as a permanent measure as the training is a definite advantage both to the candidate and to the Service and as the efficiency of the Dept. is enhanced.
U.D. Clerk	1			
Stenographer	1	G.O.218 Pub.(General) dated 28-1-46.		
L.D. clerk	1			
Attender	1			
Peons	4	G.O.Ms.834 Public (General-C) dated 15-3-1947.		
SCHOOLS:				
Principals(Deputy Collectors) ..	3			
Chief Instructors(Thasildar's grade) ..	3			
Instructors in Office procedure (Tahsildars or Dy. Thasildar)	6			
Instructors in Accounts (Inspectors of L.F.Audit or Head Accountants, Supdt. of A.G's office)	6			
L.D. Clerks ..	6			
Peons ..	15			
Partime Instructors (Head clerks or Managers of Deptts concerned)	...	Sanction is being obtained as and when they are required.		

FINANCE(REORGANISATION) DEPT.

The scheme for the training of clerks was sanction in G.O.2942 Pub.(C.D) d/16-10-44, the object being to improve the standard of efficiency of the clerical personnel selected for the various Govt. offices. The period of training is 3 months and during this period the candidates are taught office routine and procedure and the general principles of Accounts and Audit and the Special Codes and Manuals applicable to the respective Departments. The Special Officer has stated that the trainees are better fitted to cope with the work they have to do with the details of work they have to do. The number of candidates trained so far is about 3529.

2. Public Dept. have stated that the school have been closed for the present and that a skeleton staff is working at the Headquarters and and the schools.

p.t.o.

Viz. 1 Special Officer
1 Stenographer
1 L.D. Clerk
3 Peons
} Head Office.

1 Peon in each of the schools to look after the buildings and furniture i.e. 3 peons in all
} Schools

They have also stated that no retrenchment inthe staff for the clerks Training Scheme seems from possible. It is understood from Public that the 3 schools have been closed temporarily for want of commission candidates and that the schools are likely to be re-opened in June 1947 when the Public Service Commission selects candidates.

3. The scheme has been in force for more than 2 years and it seems desirable to know whether the objects of the scheme have been realised so far. Some select Heads of Depts. may be consulted as to the usefulness of the scheme and as to the efficiency of the candidates who have undergone the training if reports have not already been received on this point in the Public Dept. That dept. may see again on this point.

I agree that some enquiry with a view to finding out whether any useful purpose has been served by this organisation is necessary.

(Sd.) xxx
2.5.47

Public (General-C) Department.

The point raised at A above in Finance note has already been taken up. In order to assess the usefulness of the scheme for training clerks all the departments of the Secretariat and certain select Heads of Departments including the Registrar High Court were requested to offer their views as to whether the clerks trained in the schools established for training clerks have actually been benefited by the training as compared with the old untrained men. Out of the ten departments of the Secretariat, 5 have stated that the scheme has been beneficial, 2 offered no remarks and 3 gave adverse opinion. Out of the 6 Heads of Departments who have been consulted, 2 are in favour (Board of Revenue and I.G. of Police) and 4 are against the scheme. They however consider that such training is necessary

sugg

~~necessary~~ suggest but suggest that it may be given in their offices, instead of in the training schools. To ensure that better results are obtained and that trainees take seriously the instruction imparted in the schools, it has been proposed to hold terminal examinations through the agency of the M.P.S.C. and to inviest the principals with certain disciplinary powers over the trainees and the matter has been referred to the Commission. A reply from the Commission, is awaited. Finance will see these cases in due course.

In this connection it is submitted that the late Revenue Minister while answering a council question by Sri R.Suryanarana Rao viz. "whether it is proposed to continue these schools" has given a reply in the affirmative and has also referred the Hon'ble Member to the note containing the information on the scheme.

'A'. It is unlikely that regular and systematic training will be imparted in offices. Then the prevailing tendency will be to get the ordinary work of the office done in the best and quickest way rather than to impart instruction to raw clerks who will be left to sink or swim'. Some sort of preliminary general training in schools is useful and 'B', if approved will lead to better results.

xxxx
21-5-47.

So far as this scheme can be critized I think it is the course of training that is to be blamed. It may have have improved but at one time the tendency was to stuff the pupils with information from Codes and Manuals whereas it was rather methods, registering, noting, drafting putting up etc. that was wanted. I think the idea is good and the training, if kept on sound lines, useful.

(Sd.) xxx
22-5-47

FIN.(REORGN.) DEPTT.

The remarks of the Public Dept. on pp.4-6 above may be perused. Some quarters have held the opinion that the Scheme of training clerks has not been beneficial. The file referred to at 'D' on p.5 above may be awaited. (Sd.)xxx 27-5-47.p.t.o.

The file referred to at 'D' on p.5 above has since been received and is linked. When this Department last noted on p.4 above, the schools were closed temporarily for want of Service Commission Candidates. It is understood that at present the Training School at Cuddalore alone is functioning.

2. There has been a considerable difference of opinion regarding the success of the scheme of training clerks as stated by Public Department at G on p.5 above. Mr. Ranganathan, I.C.S. (formerly Commissioner of Land Revenue and now First Member of the Board of Revenue) when he inspected the School at work at Ellore, observed that the curriculum was very wide and suggested that the course might be simplified and that the training confined to the maintenance of Registers etc. The late Chief Secretary (Mr. Scott Brown, I.C.S.) also expressed the view that the instruction might be given on registering, noting, drafting etc. instead of stuffing the pupils with information from codes and manuals. To ensure that better results are obtained and that the trainees take seriously the instruction imparted in the schools, the Public Department have suggested that the curriculum may be modified, that the Principals of the Schools may be invested with some disciplinary powers and that an examination may be held at the end of each course. The details of these proposals are as follows:-

3. Modification of the Curriculum:- Orders have been issued in G.O.No.2947 Public(General) dated 24-9-47 that the following items in the general curriculum may be omitted:

(a) Subjects under the head "Accounts" (A very limited range of parts of these which deal with elementary accounts matters that are common to all offices might be useful and can be retained);

(b) Service and Classification Rules; and

(c) Personal Files and their maintenance.

The Special Officer has also been asked to state whether he would suggest any other reductionin the special subjects taught

p.t.o.

~~taught~~ to the candidates allotted to various offices.

Disciplinary powers:- The Public Department propose to issue orders investing the Principals of the Training Schools with the following disciplinary powers:

(1) to censure a candidate for misbehaviour in the School or Hostel;
(2) to dismiss or expel a candidate from the school for ~~for~~ serious mis-behaviour; and
(3) to recover the loss caused to School or Hostel property due to negligence or mischief on the part of the trainees.

It is also proposed to recover the subsistence allowance of Rs.30/- p.m. paid to such of the students as are discharged for insubordination or misconduct.

Examination:- In G.O.No.2947 Public(General) dated 24-9-47 the following orders have been passed regarding the terminal examination:

(1) that an examination at the end of each course should be conducted by the Special Officer without the aid of th Madras Public Service Commission;

(2) that the object of the test will be to assess the progress made by the candidates in the course of the training. (A candidate who fails will be required to go through a fresh course at his own cost); and

(3) that the examination should be fairly stiff.

4. In view of the modifcation of the curriculum, ordered in the G.O. on p.37 c.f. of L.F.I, the Public Department have asked the Special Officer to state whether it will not be possible to dispense with the services of the Accounts Instructor in each of the training schools.

5. Considering the modifications in curriculum, introduction of the terminal examination, etc. intended to ensure better results from the scheme, this Department need not press for the abolition of the training scheme at present. As the continuance of the scheme is sanctioned annually, the effect of the above re-organisation will come under the review of the Govt. when the proposal for further continuance is received. The question of abolition will no doubt be considered then if the results are not satisfactory.

xxxx

11-10-1947.

SPECIAL OFFICERS FOR TRAINING CLERKS AND VILLAGE OFFICERS.

This scheme seems to have been working for some time and a large number of pupils would naturally have been trained. The Committee does not know whether all these pupils trained in the schools have been absorbed into the services. The candidates are paid a stipend during the three months they undergo training. The Committee considers that this expenditure is unnecessary. The training is said to be confined to war service candidates. So it appears that only a portion of the persons recruited will get this training and they are probably at the most promising ones. The whole scheme may therefore be scrapped.

WOMEN WELFARE DEPARTMENT.

The Women Welfare Officer met the Committee and had a discussion about the work that is being done and the expansion she is contemplating. The Committee considers that a Central organisation, which has to organize welfare work throughout the Province on a wide scale is too ambitious for a beginning. They consider that a training institute may be worked in the City as a beginning with 50 destitute women, as proposed, and that it may be extended to 100 in the next year. The present scheme with regard to training may be worked out in the training centre. In addition to it, cottage industries may be taught to women in the City with the help of two organizers and six Instructresses. There are already 7 cottage industries societies working in the city for women and there is a Women Organization Officer and 3 instructresses, working in these societies They may be brought under this new scheme.

The journal may be continued on the present lines for propaganda and educational purposes. The necessary expenditure for these activities may be provided for. Any other work the officer can get done on a voluntary basis by those who will cooperate with her may be undertaken, without any additional expenditure. It may be possible to get enthusiastic workers for specific services. Work in the muffasal will not be undertaken until the results of the work in the City is known but assistance may be rendered to muffsal efforts, if local associations come into existence and undertake social service work. If this scheme is accepted only the following staff will be required:-

Women Welfare Officer	1	
Assistants	2	(One of them will be the Women Officer now working in the Co-operative Department. The present Assistant will be merged in this)
Manager (Upper Division Clerk)	1	
Clerks(Lower Division)	2	
Typist	.. 1	
Attender	.. 1	
Peons	.. 4	
Instructresses	.. 6	including the 3 now employed by the Co-operative Banks.

In addition, a sum of Rs.2,500 a year may be provided for contingencies etc.
750 girls may be trained in the first year.
The trainees will be given a stipend of Rs.18.
Two instructresses on Rs.45--90 each (Secondary School Trained Teachers).

p.t.o.

JOURNAL.

A Sub-editor on Rs.100 and 2 Lower Division Clerks.

PROPAGANDA VAN STAFF.

Not necessary.

If cottage industries for women are going to be started in the muffassal, the supervision of these societies may also be vested inthe Officer.

The service will have to be continued independently under the Committee now working. It is not desirable to place it under some other department, until organization on a wide scale is undertaken.

RETRENCHMENT AND REORGANIZATION SUB COMMITTEE: The Committee decided that a new Sub-Committee consisting of Messrs. T.K. Duraiswami Ayyar, R. SuryanarayanaRao and Ponnuswami Pillai should be formed to go into the working of the following departments:-

Co-operation,
Veterinary and
Labour.

The next meeting of the Committee was fixed at 11-30 A.M on 17-1-1948.

T.A. Ramalingam Chettiar,
Chairman, Retrenchment and Reorganisation Committee.

FINANCE(REV)II DEPT.

Sub: Economics in expenditure - Posts created after 1939-40

The question of continuance of the posts created in and after 1939-40 in the Department of Women's Welfare and the Special Officer for training of clerks has been considered by the Retrenchment and Reorganisation Committee. The recommendations of the Committee have been communicated to the concerned Department of the Sectt. for necessary action.

No further action is called for on the above in this Department. The papers may therefore be closed.

(The recommendations of the Committee have been added at the end ó in each case)

(Sd.) C.S.K.
21-1-48.

A.S.2.

(Sd)CSK.
26-2-48.

For orders whether the papers may be recorded in a G.O. for facility of reference or whether the file should be sent to the members again. (The Committee has already made recommendations in respect of the depts.

(Sd.)xxx.

/TRUE COPY/

Superintendent,
Madras Record Office.

gs/22-6/

11-7